



Backward and Forward Buttons

First things first...

In this tutorial, use the arrows at the top right corner of the screen to advance to the next screen or to go back to the previous screen. Follow the instructions on each screen. Whenever you are ready to continue, mouse click once or use the forward arrow button.

Click on the forward arrow button now to continue.

Learn everything you need to know about...



FASCLASS



WE EXCEL IN SERVICE THROUGH TEAMWORK



FASCLASS

**FULLY AUTOMATED SYSTEM FOR
CLASSIFICATION**

WHAT IS IT?

An automated Position Classification Records system which automates position descriptions and organizational information.

A set of three small, light gray rectangular buttons with black outlines, located in the top right corner. The first button contains a left-pointing triangle, the second is empty, and the third contains a right-pointing triangle.

Please Note...

To use FASCLASS you must have an internet browser, version 4.0 or newer (i.e., Microsoft Internet Explorer 4.0, or Netscape Navigator 4.0).

With older versions you will not be able to view position descriptions

To check the version of your internet browser...

Open
your
internet
browser.

Click
on the
Help
menu

Army Civilian Personnel Online - Home Page - Microsoft Internet Explorer

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Favorites History Channels Fullscreen Mail Print

Address <http://www.cpol.army.mil/> Links

Home Help Search Site Map Whats New Write Us

Select Area below, then hit GO: Go!

Army Civilian Personnel online

ent reports are now available in CivPro ... Click on Employment

***** Current Topics of Interest *****

- [CPOL Webmaster retires!](#) 8/13/99
- [FY98 Civilian Human Resources Annual Evaluation](#) 8/11/99
- [New Deputy Assistant Secretary of the Army \(Civilian Personnel Policy\)](#) 07/09/99
- [CPOCMA Annual Report](#) 07/01/99
- [The ACTEDS FY 2000 Training Catalog is now available](#) 6/30/99
- [Advance Notice - DLAMP Class 2000 Announced](#) 6/25/99
- [FY98 Army Attitude Survey Results](#) 5/24/99

Latest CPB

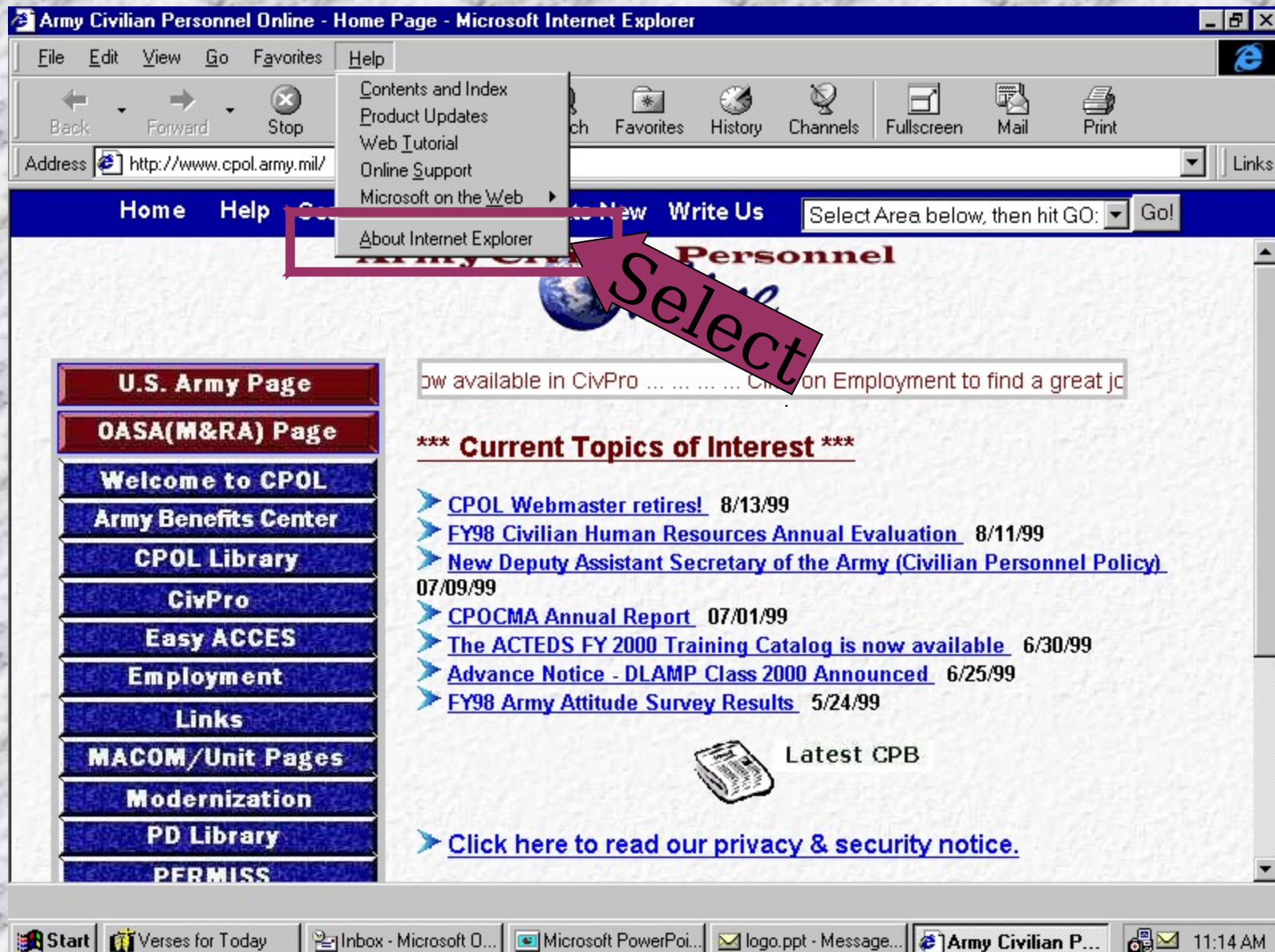
➤ [Click here to read our privacy & security notice.](#)

<http://www.cpol.army.mil/train/fy2000/> Internet zone

Start Verses for Today Inbox - Microsoft O... Microsoft PowerPoi... logo.ppt - Message... Army Civilian P... 11:10 AM

Open your internet browser.

Click on the Help menu and select About Internet Explorer or Netscape Navigator



You will see a window telling what browser you have.



How to Access FASCLASS

Click on
FASCLAS
S

West CPOC - Microsoft Internet Explorer

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Mail Print

Address <http://www.cpo.c.army.mil/Home/WestCPOC.htm> Links

Main Menu

Position Classification

FASCLASS

[-West Connection: Position Classification Management Guide \(Word 97\)](#)

[-Functional Guide \(Word 97\)](#)

[-Current Standards \(Word 97\)](#)


[-Civilian Acquisition Workforce Field Data](#)

Welcome to Position Classification

Welcome to the West CPOC Position Classification web page. This page of our web site is intended to be a useful tool containing information related to the various Position Classification programs associated with the West Region - such as FASCLASS, West Connection (Position Management Guide), Classification Standards and links to various other Position Classification web sites.

ABOUT THE WCPOC CLASSIFICATION DIVISION

The WCPOC Classification Division began operation on 1 March 1998. It will have an assigned strength of 21 employees and represents approximately 16 percent of the West Civilian Personnel Operations Center workforce population. The division is organizationally structured into two teams responsible for the following classification processes: Apply New Classification Standards; Develop position Description (Non-Delegation Classification Authority); Develop Regional Procedures and Guidance; Process Classification Appeals; Unitize and Market Automate Tools; Enter position Info/Data Into Automated Systems; Process Personnel Action Requests; Participate in Classification Training; and Service to

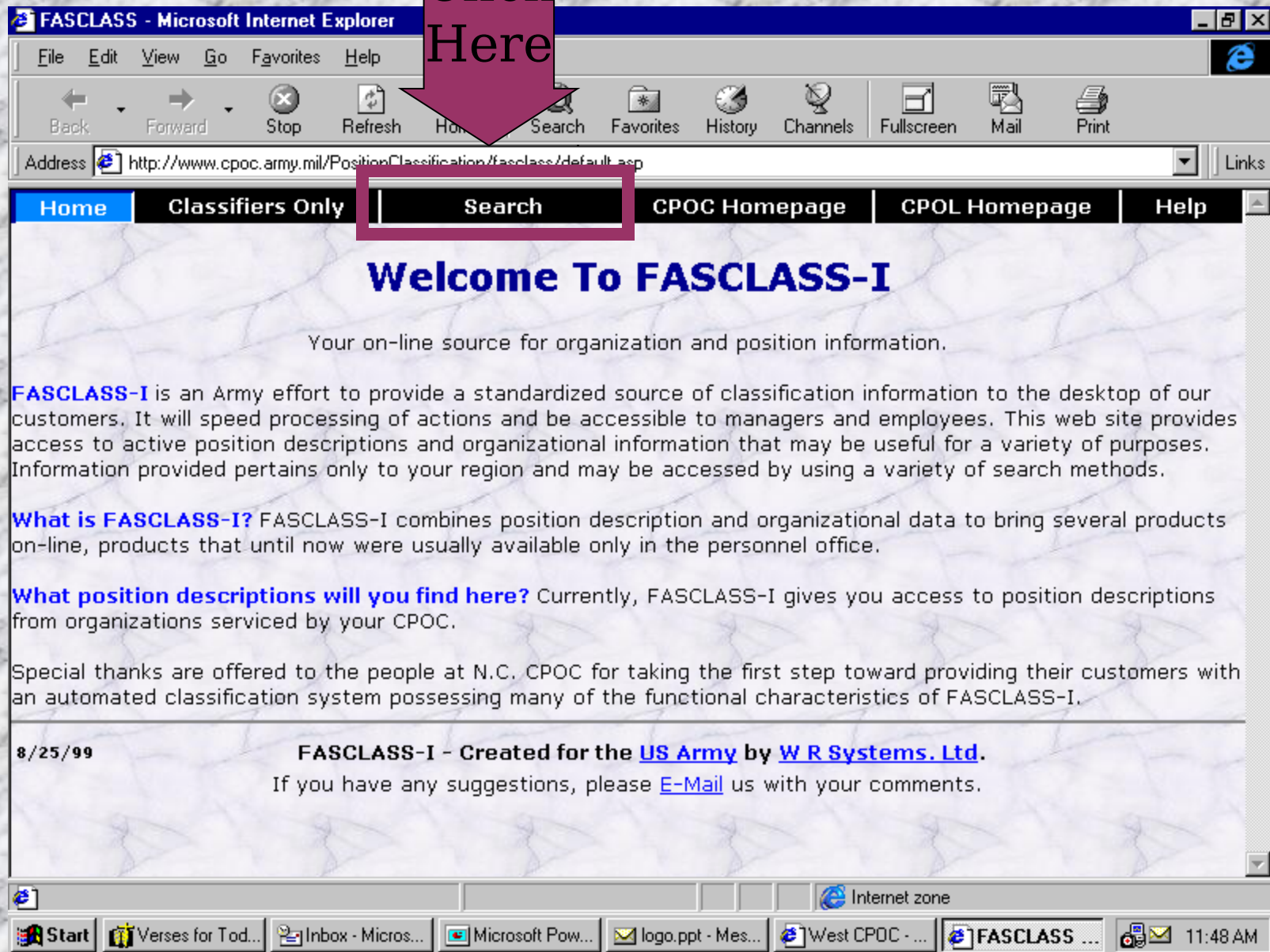
 **Civilian Personnel Operations Center**

Start Verses for Tod... Inbox - Micros... Microsoft Pow... logo.ppt - Mes... West CPOC... Internet zone 11:45 AM

FASCLASS Features

You are now in FASCLASS.

To use FASCLASS, click on the **Search** menu.



Click Here

FASCLASS - Microsoft Internet Explorer

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Mail Print

Address <http://www.cpo.c.army.mil/PositionClassification/fasclass/default.asp> Links

Home **Classifiers Only** **Search** CPOC Homepage CPOL Homepage Help

Welcome To FASCLASS-I

Your on-line source for organization and position information.

FASCLASS-I is an Army effort to provide a standardized source of classification information to the desktop of our customers. It will speed processing of actions and be accessible to managers and employees. This web site provides access to active position descriptions and organizational information that may be useful for a variety of purposes. Information provided pertains only to your region and may be accessed by using a variety of search methods.

What is FASCLASS-I? FASCLASS-I combines position description and organizational data to bring several products on-line, products that until now were usually available only in the personnel office.

What position descriptions will you find here? Currently, FASCLASS-I gives you access to position descriptions from organizations serviced by your CPOC.

Special thanks are offered to the people at N.C. CPOC for taking the first step toward providing their customers with an automated classification system possessing many of the functional characteristics of FASCLASS-I.

8/25/99

FASCLASS-I - Created for the [US Army](#) by [W R Systems, Ltd.](#)

If you have any suggestions, please [E-Mail](#) us with your comments.

Internet zone

Start Verses for Tod... Inbox - Micros... Microsoft Pow... logo.ppt - Mes... West CPOC - ... FASCLASS ... 11:48 AM

FASCLASS Features

You can look at all position descriptions in any one organization.

Click on **by Organization** on

Click Here

FASCLASS - Microsoft Internet Explorer

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Favorites History Channels Fullscreen Mail Print

Address <http://www.cpoc.army.mil/fasclass/Search.asp> Links

Home Classifiers Only By Organization CPOC Homepage CPOL Homepage Help

By Organization
By Position Data
By PD/Shred #

Welcome To Search

By Organization: You can search for a position description by entering text that may be found in an organizational name. You may search on a variety of methods - by name, location or address. You must be specific i.e., if you are looking for an organization named Headquarters - keep in mind Headquarters may be HQ

By Position Data: You can search by any of the fields that are on the PD eg. Pay Plan, Grade, Series.

By PD/Shred # This is used if you know the PD # or Shred #. This is the fastest way to retrieve a Position Description.

8/25/99 If you have any suggestions, please [E-Mail](#) us with your comments.

Start Verses for Today Inbox - Microsoft D... Microsoft PowerPoi... logo.ppt - Message... FASCLASS - Mi... 11:51 AM

FASCLASS Features

To look at the position descriptions in an organization, enter the organization name in the **Search for Text** field (as shown) and click on **Search**.

FASCLASS - Microsoft Internet Explorer

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Mail Print

Address <http://www.cpoc.army.mil/fasclass/OrgSearch.asp?Section=SO> Links

Home Classifiers Only **Search** CPOC Homepage CPOL Homepage Help

Position Descriptions by Organization Search

Please enter the text to search for.

The result will then be all the organizations found with the specified text in the organizational name.

NOTE: The organization name and address on which you searched is exactly as it appears on the Notification of Personnel Action (SF-50).

Search for Text: Search

8/25/99 If you have any suggestion...

NOTE: The organization name should be entered as it appears on an SF-50.

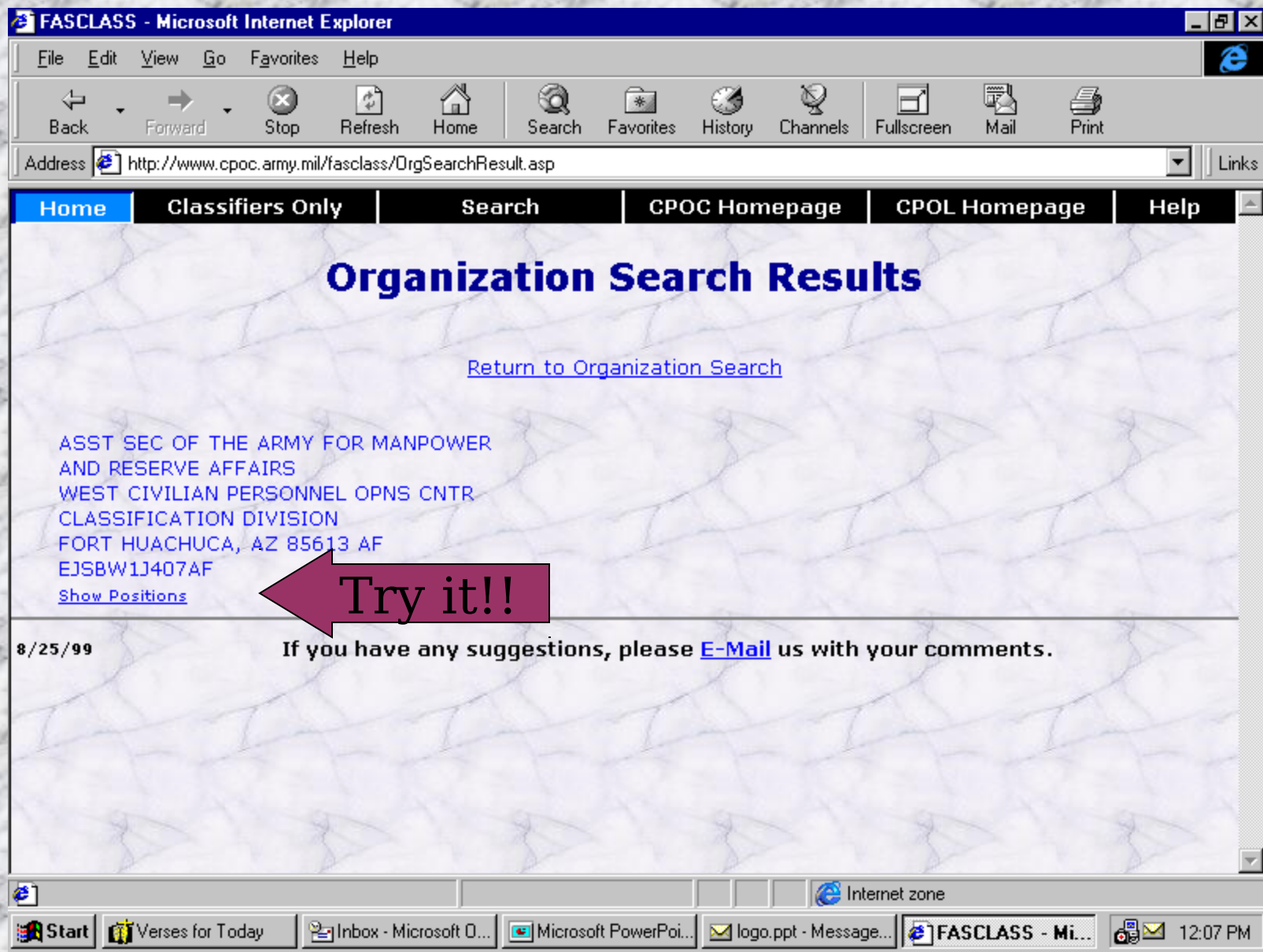
Internet zone

Start Verses for Today Inbox - Microsoft O... Microsoft PowerPoi... logo.ppt - Message... FASCLASS - Mi... 11:59 AM

FASCLASS Features

You will get a list of all the organizations with information that matches your request.

Find your organization and click on **Show Positions** directly below it.



FASCLASS Features

The system may take some time retrieving information .

Your screen should look like this when retrieval is complete.

FASCLASS - Microsoft Internet Explorer

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Mail Print

Address <http://www.cpoc.army.mil/fasclass/conShowOrg.asp?level=S&cpac=EJ&Parent=&Level2=EJSBW1J407AF&Org=Classification%20Division> Links

Home Classifiers Only Search CPOC Homepage CPOL Homepage Help

Organization Information

ASST SEC OF THE ARMY FOR MANPOWER
AND RESERVE AFFAIRS
WEST CIVILIAN PERSONNEL OPNS CNTR
CLASSIFICATION DIVISION
FORT HUACHUCA, AZ 85613 AF EJSBW1J407AF

Show Evaluation: ☐

[Return to Org Structure](#)

JOBNUM	SHRED	TITLE	PAY	SERIES	GRADE	EMPLOYEE
RA420	001	SUPERVISORY POSITION CLASSIFI SPEC	GS	0221	14	CABELL EDELEN PAMELA V
RA430	001	SUPERVISORY POSITION CLASSIFI SPEC	GS	0221	13	JOHNSON SEVERIN V
RA430	002	SUPERVISORY POSITION CLASSIFI SPEC	GS	0221	13	CLARK THERESE L

Internet zone

Start Verses for Today Inbox - Microsoft O... Microsoft PowerPoi... logo.ppt - Message... FASCLASS - Mi... 12:13 PM

FASCLASS Features

To see all the records, you may have to scroll down.

The records with no employee name are unencumbered position records in the personnel database.

RA430	001	SUPERVISORY POSITION CLASSIFICATION SPECIALIST	GS	0221	13	JOHNSON SEVERIN V
RA430	002	SUPERVISORY POSITION CLASSIFICATION SPECIALIST	GS	0221	13	CLARK THERESE L
RA430	003	SUPERVISORY POSITION CLASSIFICATION SPECIALIST	GS	0221	13	
RA430	004	SUPERVISORY POSITION CLASSIFICATION SPECIALIST	GS	0221	13	OBLIGATED
RA440	001	POSITION CLASSIFICATION SPECIALIST	GS	0221	12	HURD JANICE MARIE
RA440	002	POSITION CLASSIFICATION SPECIALIST	GS	0221	12	ROTHROCK PATRICIA A
RA440	003	POSITION CLASSIFICATION SPECIALIST	GS	0221	12	MUELLER CHARLES R
RA440	004	POSITION CLASSIFICATION SPECIALIST	GS	0221	12	BUHL ANN M
RA450	001	POSITION CLASSIFICATION SPECIALIST	GS	0221	11	SMITH TONIA LEE
RA450	002	POSITION CLASSIFICATION SPECIALIST	GS	0221	11	VALENZUELA RENE E
RA450	003	POSITION CLASSIFICATION SPECIALIST	GS	0221	11	HANKEE BILL Q
RA450	004	POSITION CLASSIFICATION SPECIALIST	GS	0221	11	ALTAMIRANO MONICA A

FASCLASS Features

You can sort your records by clicking on one of the arrows next to one of the column headers (the up arrow for ascending and the down arrow for descending .)

FASCLASS - Microsoft Internet Explorer

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Mail Print

Address <http://www.cpoc.army.mil/fasclass/conShowOrg.asp?level=S&cpac=EJ&Parent=&Level2=EJSBW1J407AF&Org=Classification%20Division> Links

Organization Information

ASST SEC OF THE ARMY FOR MANPOWER
AND RESERVE AFFAIRS
WEST CIVILIAN PERSONNEL OPNS CNTR
CLASSIFICATION DIVISION
FORT HUACHUCA, AZ 85613 AF EJSBW1J407AF

Show Evaluation: ☐

[Return to Org Structure](#)

JOBNUM	SHRED	TITLE	PAY	SERIES	GRADE	EMPLOYEE
RA420	001	SUPERVISORY POSITION CLASSIFI SPEC	GS	0221	14	CABELL EDELEN PAMELA V
RA430	001	SUPERVISORY POSITION CLASSIFI SPEC	GS	0221	13	JOHNSON SEVERIN V
RA430	002	SUPERVISORY POSITION CLASSIFI SPEC	GS	0221	13	CLARK THERESE L
RA430	003	SUPERVISORY POSITION CLASSIFICATION SPECIALIST	GS	0221	13	
		SUPERVISORY POSITION				

Internet zone

Start Verses for Today Inbox - Microsoft O... Microsoft PowerPoi... logo.ppt - Message... FASCLASS - Mi... 12:52 PM

FASCLASS Features

If a PERSACTION SF52 is pending for a record (i.e. fill/recruit, promotion), the PERSACTION tracking number will appear in the employee column for that record.

FASCLASS - Microsoft Internet Explorer

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Mail Print

Address <http://www.cpoc.army.mil/fasclass/conShowOrg.asp?level=5&cpac=EJ&Parent=&Level2=EJSBW1J407AF&Org=Classification%20Division> Links

RA450	002	POSITION CLASSIFICATION SPECIALIST	GS	0221	11	VALENZUELA RENE E
RA450	003	POSITION CLASSIFICATION SPECIALIST	GS	0221	11	HANKEE BILL Q
RA450	004	POSITION CLASSIFICATION SPECIALIST	GS	0221	11	ALTAMIRANO MONICA A
RA450	005	POSITION CLASSIFICATION SPECIALIST	GS	0221	11	99HPOC016607
98177	001	POSITION CLASSIFICATION SPECIALIST	GS	0221	09	
98177	003	POSITION CLASSIFICATION SPECIALIST	GS	0221	09	MONTEIRO TUCKSON LARONDA S
98177	004	POSITION CLASSIFICATION SPECIALIST	GS	0221	09	SPYKERMAN LYNAE
98177	005	POSITION CLASSIFICATION SPECIALIST	GS	0221	09	JOHNSON CATHERINE R
98177	006	POSITION CLASSIFICATION SPECIALIST	GS	0221	09	CULPEPPER STEPHEN S
RA460	001	CLASSIFICATION ASSISTANT (OA)	GS	0203	07	BAKER ALLISON A
RA460	002	CLASSIFICATION ASSISTANT (OA)	GS	0203	07	TRUJILLO ISABEL F
RA460	003	CLASSIFICATION ASSISTANT (OA)	GS	0203	07	SAULS GLEN D
RA460	004	CLASSIFICATION ASSISTANT (OA)	GS	0203	07	BRADLEY DAPHNE
RA460	005	CLASSIFICATION ASSISTANT (OA)	GS	0203	07	SMITH THELMA N

Internet zone

Start Verses for Today Inbox - Microsoft D... Microsoft PowerPoi... logo.ppt - Message... FASCLASS - Mi... 12:55 PM

FASCLASS Features

To look at a position description, click on the position description number.

FASCLASS - Microsoft Internet Explorer

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Mail Print

Address <http://www.cpoc.army.mil/fasclass/conShowOrg.asp?level=S&cpac=EJ&Parent=&Level2=EJSBW1J407AF&Org=Classification%20Division> Links

Home **Classifiers Only** Search CPOC Homepage CPOL Homepage Help

Organization Information

ASST SEC OF THE ARMY FOR MANPOWER
AND RESERVE AFFAIRS
WEST CIVILIAN PERSONNEL OPNS CNTR
CLASSIFICATION DIVISION
FORT HUACHUCA, AZ 85613 AF EJSBW1J407AF

Show Evaluation: ☐

[Return to Org Structure](#)

JOBNUM		TITLE	PAY	SERIES	GRADE	EMPLOYEE
RA420		SUPERVISORY POSITION CLASSIFI SPEC	GS	0221	14	CABELL EDELEN PAMELA V
RA430	001	SUPERVISORY POSITION CLASSIFI SPEC	GS	0221	13	JOHNSON SEVERIN V
RA430	002	SUPERVISORY POSITION CLASSIFI SPEC	GS	0221	13	CLARK THERESE L

Start Verses for Today Inbox - Microsoft O... Microsoft PowerPoi... logo.ppt - Message... FASCLASS - Mi... 12:59 PM

FASCLASS Features

This is what the position description looks like. To see the duties, you will have to scroll down when you are in FASCLASS.

FASCLASS - Microsoft Internet Explorer

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Mail Print

Address <http://www.cpoc.army.mil/fasclass/conDisplayDesc.asp?Job=RA430&CPAC=EJ&CPCN=EJRA430002&Action=Print&Eval=false> Links

Position Description

PD#: EJRA430
Shred: 002

SUPERVISORY POSITION CLASSIFI SPEC
GS-0221-13

Installation:
ASST SEC OF THE ARMY FOR MANPOWER
AND RESERVE AFFAIRS
WEST CIVILIAN PERSONNEL OPNS CNTR

Replaces PD#:
Major Command: SB
Region: West

Citation 1: OPM PCS Position Class Series, GS-221, Jun 66
Citation 2: OPM General Schedule Supervisory Guide, Apr 98

Classified By: EDITH SORRELL
Classification Date: 12/27/95

FLSA: Exempt	Drug Test Required: No	CIPMS PD: No
Career Program: 10	Financial Disclosure Required: No	Acquisition Position: No
Functional Code:	Requires Access to Firearms: TBD	Interdisciplinary: No
Competitive Area: 15	Position Sensitivity: 2	Target Grade/FPL: 13
Competitive Level: B065	Emergency Essential: N	Career Ladder PD: No

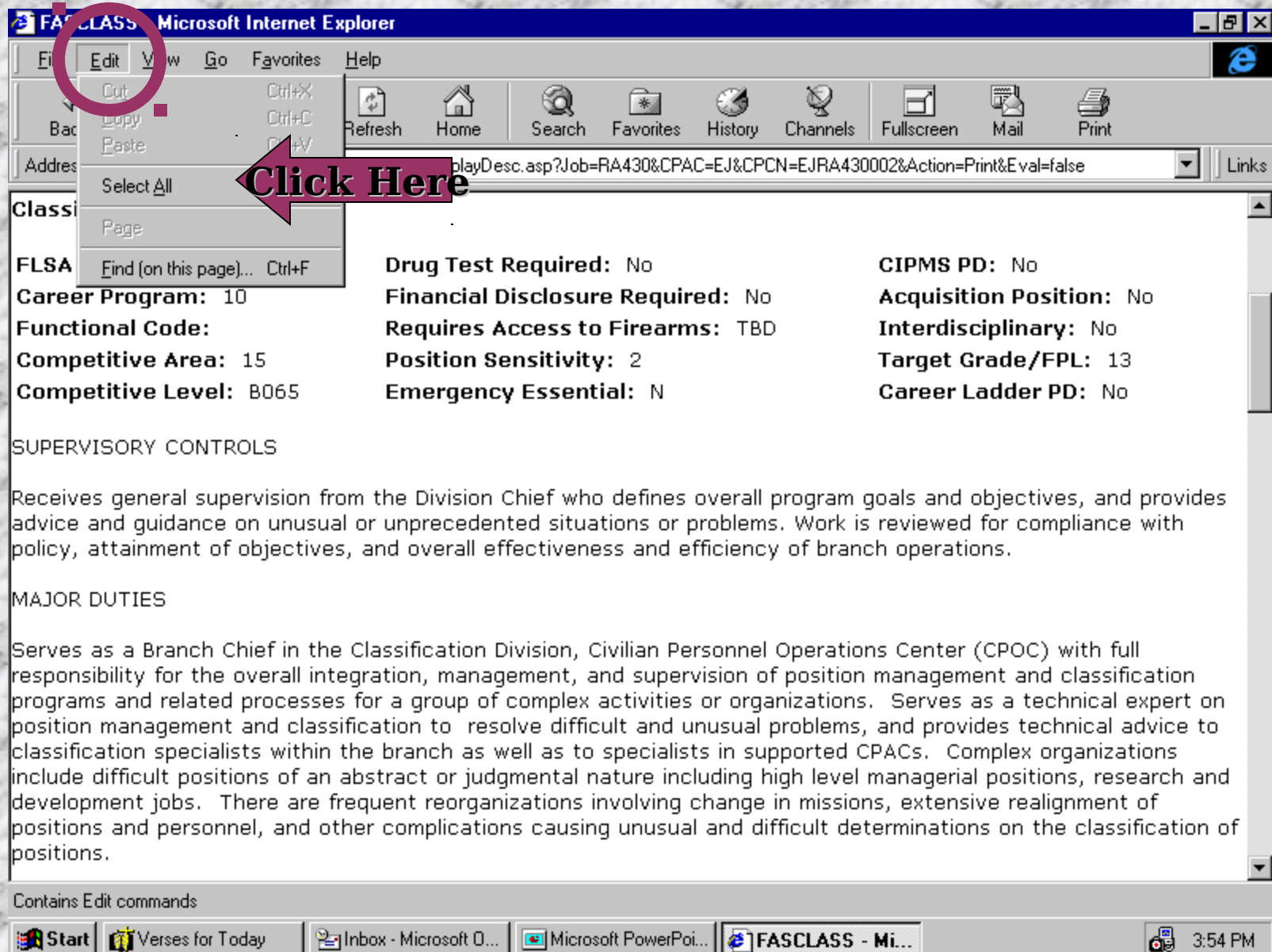
SUPERVISORY CONTROLS

Start Verses for Today Inbox - Microsoft O... West CPDC - Micro... Microsoft PowerPoi... FASCLASS - Mi... 3:50 PM

FASCLASS Features

To make any edits to a position description, make a copy.

In FASCLASS, Click on the **Edit** menu and select **Select All**.



FASCLASS Features

This will highlight the entire position description.

FASCLASS - Microsoft Internet Explorer

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Mail Print

Address <http://www.cpoc.army.mil/fasclass/conDisplayDesc.asp?Job=RA430&CPAC=EJ&CPCN=EJRA430002&Action=Print&Eval=false> Links

Classification Date: 12/27/95

FLSA: Exempt	Drug Test Required: No	CIPMS PD: No
Career Program: 10	Financial Disclosure Required: No	Acquisition Position: No
Functional Code:	Requires Access to Firearms: TBD	Interdisciplinary: No
Competitive Area: 15	Position Sensitivity: 2	Target Grade/FPL: 13
Competitive Level: B065	Emergency Essential: N	Career Ladder PD: No

SUPERVISORY CONTROLS

Receives general supervision from the Division Chief who defines overall program goals and objectives, and provides advice and guidance on unusual or unprecedented situations or problems. Work is reviewed for compliance with policy, attainment of objectives, and overall effectiveness and efficiency of branch operations.

MAJOR DUTIES

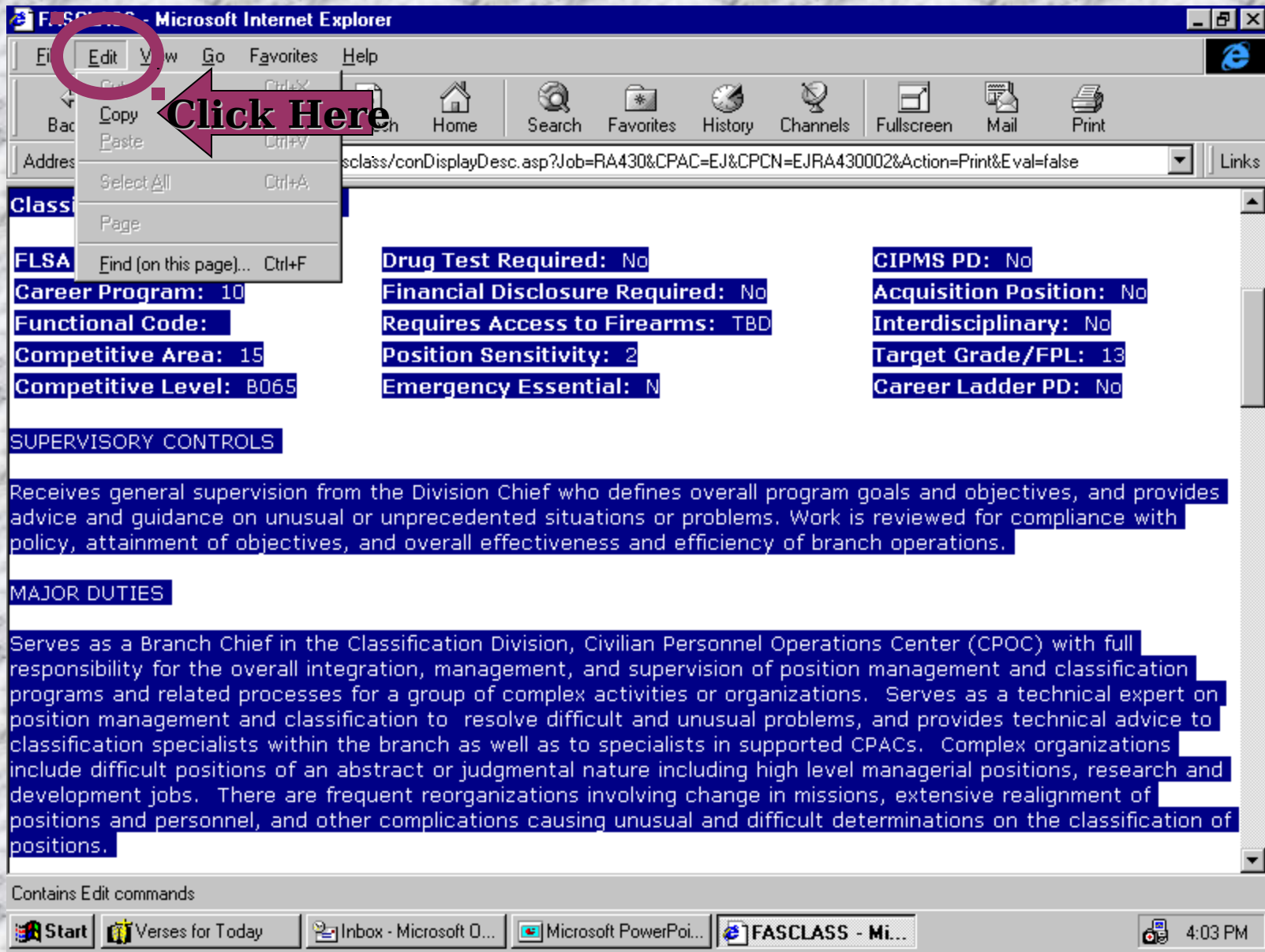
Serves as a Branch Chief in the Classification Division, Civilian Personnel Operations Center (CPOC) with full responsibility for the overall integration, management, and supervision of position management and classification programs and related processes for a group of complex activities or organizations. Serves as a technical expert on position management and classification to resolve difficult and unusual problems, and provides technical advice to classification specialists within the branch as well as to specialists in supported CPACs. Complex organizations include difficult positions of an abstract or judgmental nature including high level managerial positions, research and development jobs. There are frequent reorganizations involving change in missions, extensive realignment of positions and personnel, and other complications causing unusual and difficult determinations on the classification of positions.

Internet zone

Start Verses for Today Inbox - Microsoft O... Microsoft PowerPoi... FASCLASS - Mi... 4:00 PM

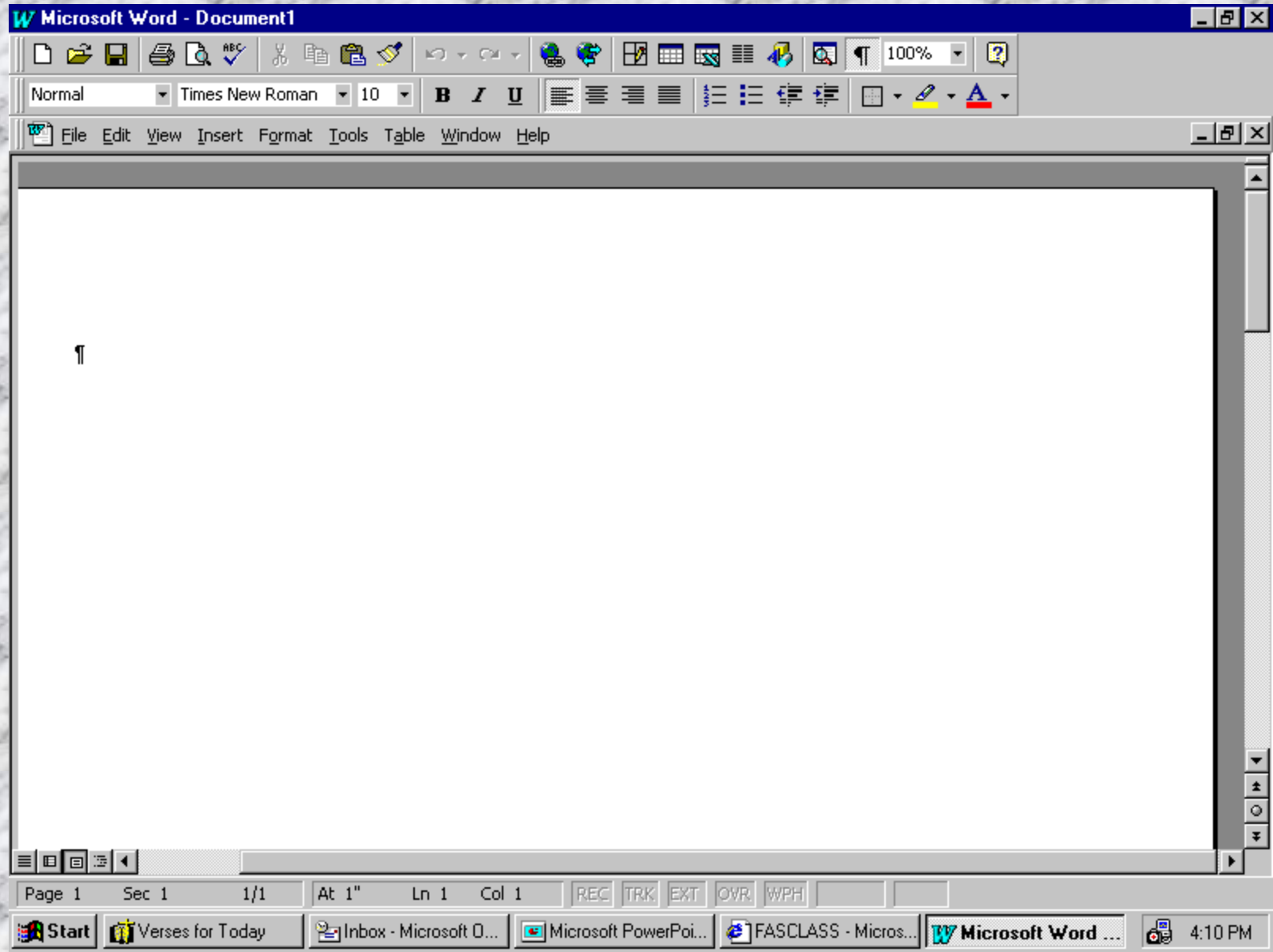
FASCLASS Features

Click on the **Edit** menu again and select **Copy** your word processing program (e.g., MS Word), or click the windows "Start" button and select Programs. Then, select MS Word



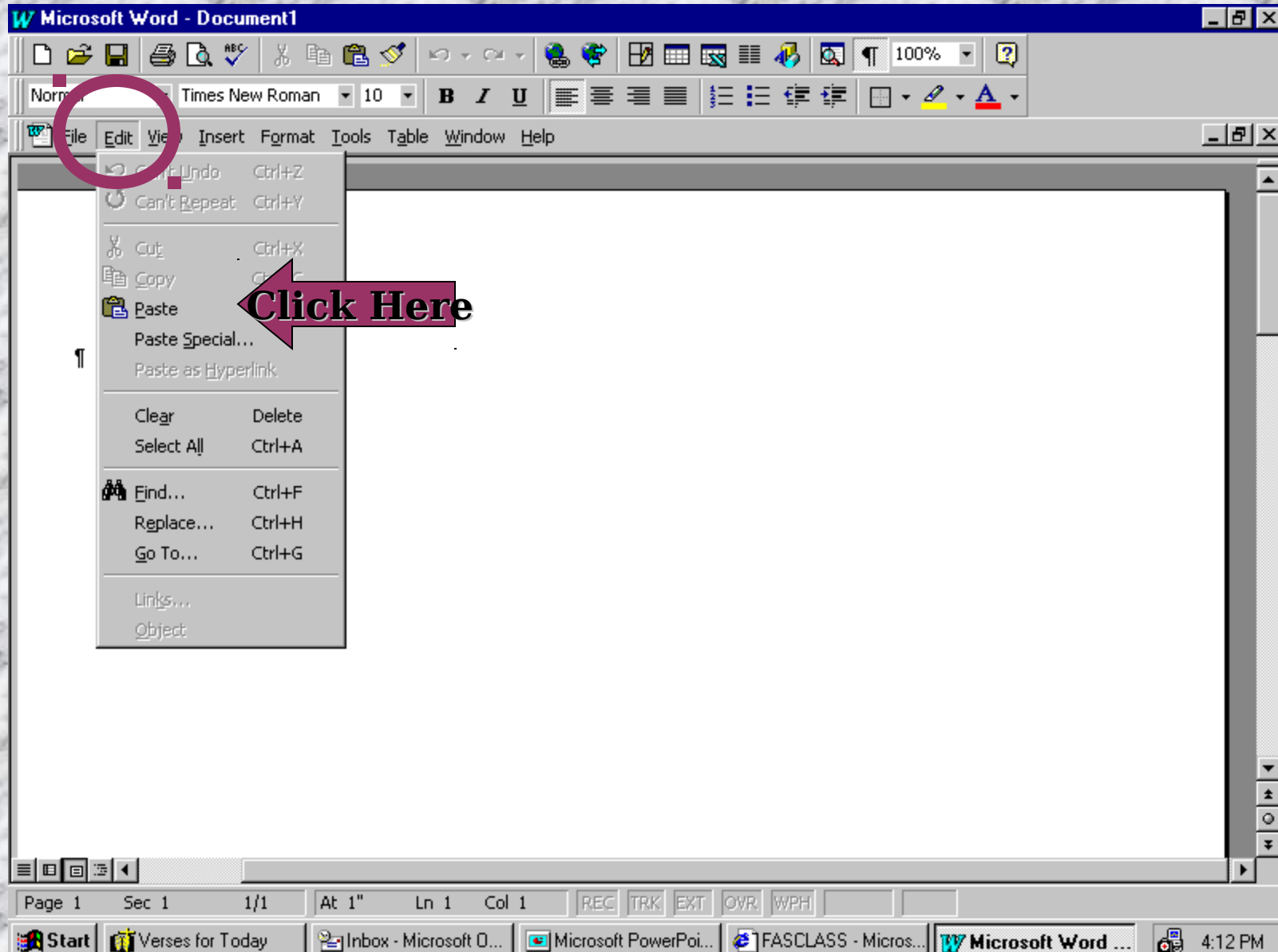
FASCLASS Features

Your word processing program (e.g., MS Word) is now open.



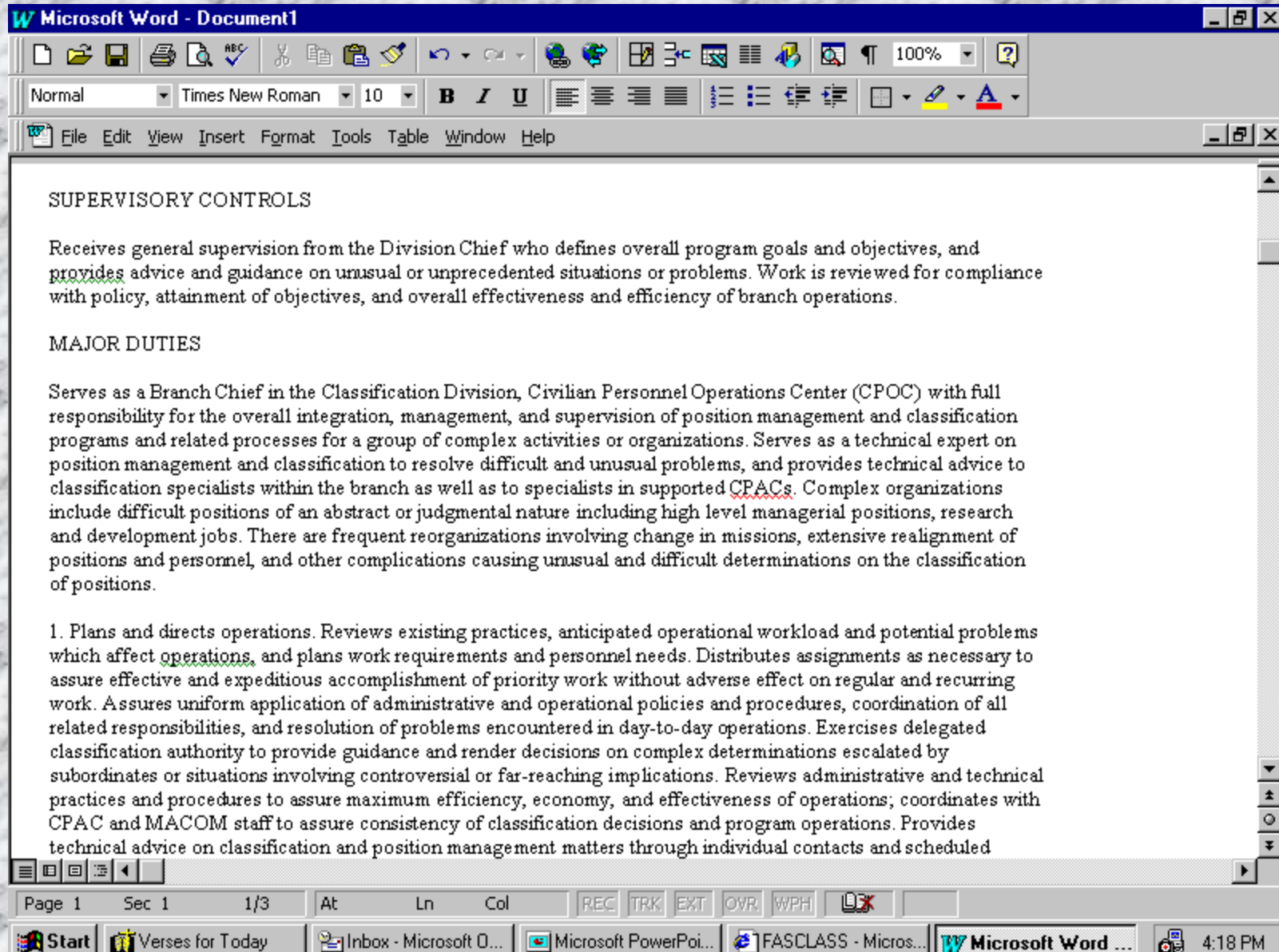
FASCLASS Features

In your word processing program (e.g., MS Word), click on the **Edit** menu and select **Paste**.



FASCLASS Features

Now you can make changes or use it to help create a new position description.



FASCLASS Features

In FASCLASS, to go back to the previous screen, click on the Back arrow/button.

FASCLASS - Microsoft Internet Explorer

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Mail Print

Address http://www.cpoc.army.mil/fasclass/conDisplayDesc.asp?Job=RA430&CPAC=EJ&CPCN=EJRA430002&Action=Print&Eval=false Links

Position Description

PD#: EJRA430
Shred: 002

Installation:
ASST SEC OF THE ARMY FOR MANPOWER
AND RESERVE AFFAIRS
WEST CIVILIAN PERSONNEL OPNS CNTR

Replaces PD#:
Major Command: SB
Region: West

Citation 1: OPM PCS Position Class Series, GS-221, Jun 66
Citation 2: OPM General Schedule Supervisory Guide, Apr 98

Classified By: EDITH SORRELL
Classification Date: 12/27/95

FLSA: Exempt
Career Program: 10
Functional Code:
Competitive Area: 15
Competitive Level: B065

Drug Test Required: No
Financial Disclosure Required: No
Requires Access to Firearms: TBD
Position Sensitivity: 2
Emergency Essential: N

CIPMS PD: No
Acquisition Position: No
Interdisciplinary: No
Target Grade/FPL: 13
Career Ladder PD: No

SUPERVISORY CONTROLS

Internet zone

Start Verses for Today Inbox - Microsoft O... Microsoft PowerPoi... FASCLASS - Mi... 4:21 PM

FASCLASS Features

Another type of search is the Position Data search.

Click on "Search"

FASCLASS - Microsoft Internet Explorer

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Mail Print

Address <http://www.cpoc.army.mil/fasclass/copShowOrg.asp?level=S&cpac=EJ&Parent=&Level2=EJSBW1J407AF&Org=classification%20division> Links

Home **Classifiers Only** **Search** CPOC Homepage CPOL Homepage Help

Organization Information

ASST SEC OF THE ARMY FOR MANPOWER
AND RESERVE AFFAIRS
WEST CIVILIAN PERSONNEL OPNS CNTR
CLASSIFICATION DIVISION
FORT HUACHUCA, AZ 85613 AF EJSBW1J407AF

Show Evaluation: ☐

[Return to Org Structure](#)

JOBNUM	SHRED	TITLE	PAY	SERIES	GRADE	EMPLOYEE
RA420	001	SUPERVISORY POSITION CLASSIFI SPEC	GS	0221	14	CABELL EDELEN PAMELA V
RA430	001	SUPERVISORY POSITION CLASSIFI SPEC	GS	0221	13	JOHNSON SEVERIN V
RA430	002	SUPERVISORY POSITION CLASSIFI SPEC	GS	0221	13	CLARK THERESE L

Start Verses for Today Inbox - Microsoft O... Microsoft PowerPoi... FASCLASS - Mi... 4:23 PM

FASCLASS Features

Click on
**By
Position
Data.**

FASCLASS - Microsoft Internet Explorer

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Mail Print

Address <http://www.cpoc.army.mil/fasclass/Search.asp?Section=S> Links

Home Classifiers Only **Search** CPOC Homepage CPOL Homepage Help

By Organization
By Position Data
By PD/Shred #

Welcome To Search

By Organization: You can search for a position description by entering text that may be found in an organizational name. You may search on a variety of methods - by name, location or address. You must be specific i.e., if you are looking for an organization named Headquarters - keep in mind Headquarters may be HQ

By Position Data: You can search by any of the fields that are on the PD eg. Pay Plan, Grade, Series.

By PD/Shred # This is used if you know the PD # or Shred #. This is the fastest way to retrieve a Position Description.

8/25/99 If you have any suggestions, please [E-Mail](#) us with your comments.

<http://www.cpoc.army.mil/fasclass/fmJobSearch.asp?> Internet zone

Start Verses for Today Inbox - Microsoft O... Microsoft PowerPoi... FASCLASS - Mi... 4:25 PM

FASCLASS Features

On this screen, you may enter your search criteria.

To use a field with a down arrow, you must select from the given drop list.

In the example shown, a title, pay plan, series and grade have been entered for

FASCLASS - Microsoft Internet Explorer

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Mail Print

Address <http://www.cpoc.army.mil/fasclass/frmJobSearch.asp?Section=SD> Links

Home Classifiers Only **Search** CPOC Homepage CPOL Homepage Help

Position Description Data Search

PD#: Replaces PD#:

Title:

Pay Plan: Series: Grade:

PD Library PD?: Classified By:

COREDOC PD?: Classification Date:

Citation:

FLSA: Target Grade: CIPMS:

Career Program: Financial Disclosure: Acquisition Position:

Functional Code: Career Ladder PD: Interdisc Pos:

Start Verses for Today Inbox - Microsoft O... Microsoft PowerPoi... FASCLASS - Mi... 4:34 PM

FASCLASS Features

After all desired search data has been entered, scroll down and click **Search**.

FASCLASS - Microsoft Internet Explorer

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Mail Print

Address <http://www.cpoc.army.mil/fasclass/frmJobSearch.asp?Section=SD> Links

PD Library PD?: Classified By:

COREDOC PD?: Classification Date:

Citation:

FLSA: Target Grade: CIPMS:

Career Program: Financial Disclosure: Acquisition Position:

Functional Code: Career Ladder PD: Interdisc Pos:

Description

Evaluation

Search

Start Verses for Today Inbox - Microsoft O... Microsoft PowerPoi... FASCLASS - Mi... 4:31 PM

FASCLASS Features

A list of all position descriptions that meet your criteria will appear. The search results shown are for

GS-0203-07
Classification Assistant

FASCLASS - Microsoft Internet Explorer

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Mail Print

Address <http://www.cpoc.army.mil/fasclass/conJobSearchResult.asp> Links

Home Classifiers Only Search CPOC Homepage CPOL Homepage Help

Position Descriptions Data Search Results

Records matched: 1
[Return to Position Description Data Search](#)

Show Evaluation: ☐

CPO	Number	Title	PP	Ser	Grd
EJ,FORT HUACHUCA	RA460	CLASSIFICATION ASSISTANT (OA)	GS	0203	07

8/25/99

If you have any suggestions, please [E-Mail](#) us with your comments.

Start Verses for Today Inbox - Microsoft O... Microsoft PowerPoi... FASCLASS - Mi... Internet zone 4:35 PM

FASCLASS Features

To look at the position description (PD), click on the position number.

FASCLASS - Microsoft Internet Explorer

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Mail Print

Address <http://www.cpoc.army.mil/fasclass/conJobSearchResult.asp> Links

Home Classifiers Only Search CPOC Homepage CPOL Homepage Help

Position Descriptions Data Search Results

Records matched: 1
[Return to Position Description Data Search](#)

Show F...

CPO	Number	Title	PP	Ser	Grd
EJ,FORT HUACHUCA	RA460	CLASSIFICATION ASSISTANT (OA)	GS	0203	07

8/25/99

If you have any suggestions, please [E-Mail](#) us with your comments.

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FASCLASS Feature

Here is the position description (PD) you have selected.

FASCLASS - Microsoft Internet Explorer

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Address <http://www.cpoc.army.mil/fasclass/conDisplayDesc.asp?Job=RA460&CPAC=EJ&Action=Print&Eval=false> Links

Position Description

PD#: EJRA460	Replaces PD#:
Shred: Varies	CLASSIFICATION ASSISTANT (OA)
	GS-0203-07
Installation: Varies	Major Command: Varies
	Region: Varies
Citation 1: OPM PCS Personnnel Cler & Asst Series, GS-203, Nov 85	
Citation 2: OPM PCS Office Auto Cler & Asst Series, GS-326, Nov 90	
Citation 3: OPM GLG / Clerical & Asst Work, Jun 89	
PD Library PD: No	
COREDOC PD: No	
Classified By: EDITH SORRELL	
Classification Date: 12/27/95	
FLSA: NonExempt	Drug Test Required:
Career Program: 00	Financial Disclosure Required: No
Functional Code: 00	Requires Access to Firearms: Varies
	CIPMS PD: No
	Acquisition Position: No
	Interdisciplinary: No

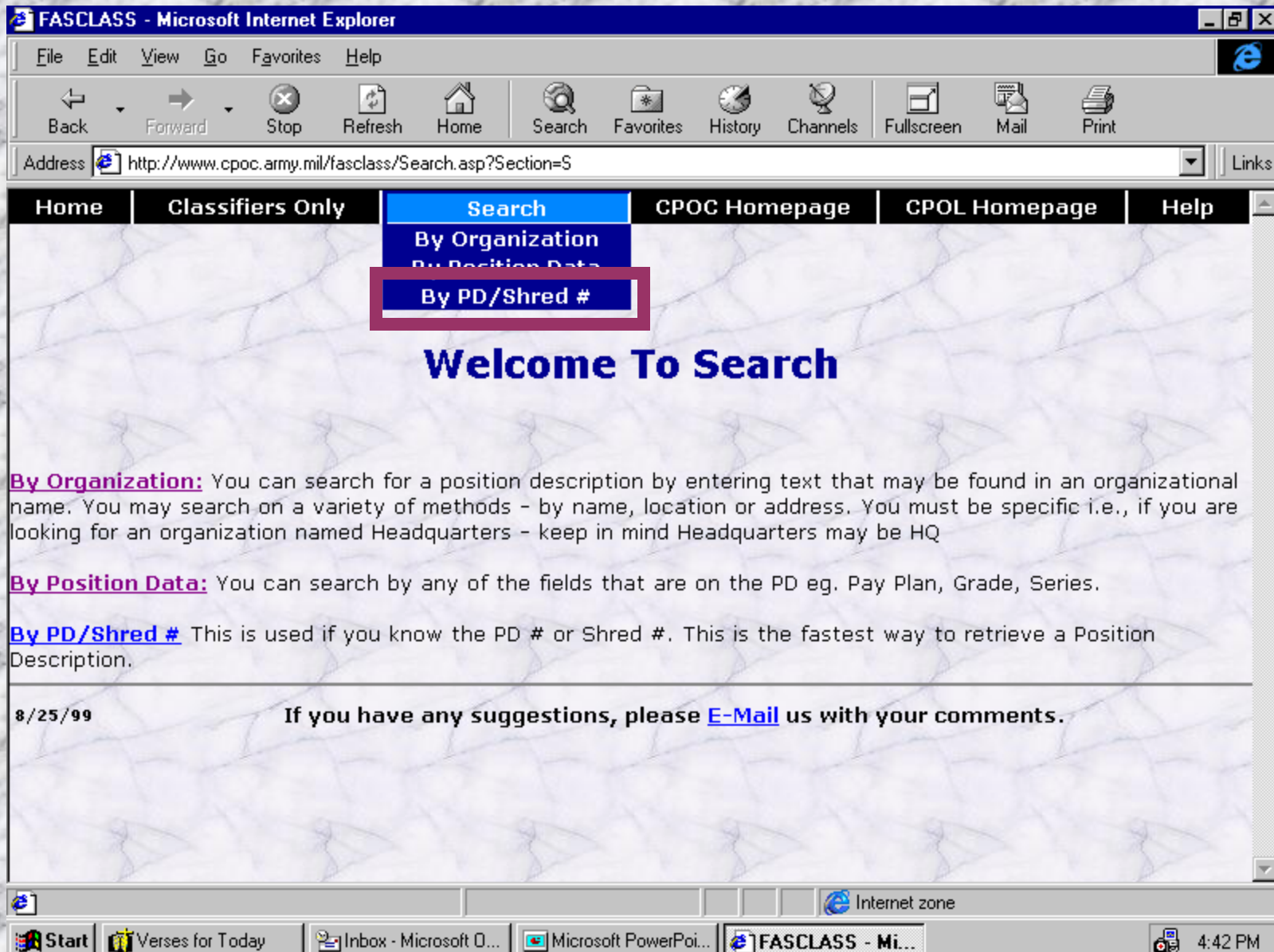
Internet zone

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FASCLASS Features

The “By PD/Shred#” search is another search that can be done in FASCLASS.

Click **Search** and select **By PD/Shred #**



FASCLASS Features

You will have to select the installation and enter the PD number. If you want to see all the shreds and the org codes, place a check by **Check to Show ALL Shreds for PD**, otherwise, you will see just the PD.

Click **"Submit"**

FASCLASS - Microsoft Internet Explorer

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Address <http://www.cpoc.army.mil/fasclass/fmShred.asp?Section=SD> Links

Home Classifiers Only **Search** CPOC Homepage CPOL Homepage Help

Shred Number Search

In order to view a Position Description using this feature; simply enter the CPAC and Position Description Number and Shred Number below.

CPAC (CPO ID):	EJ.FORT HUACHUCA
Position Description Number (5 characters)	ra440
Shred - 3 characters: (Optional)	
Check to Show ALL Shreds for PD	<input checked="" type="checkbox"/>
Show Evaluation:	<input type="checkbox"/>

Submit

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FASCLASS Features

This screen may take a while to come up.

If you selected **Check to Show ALL Shreds for PD**, you should find a list like this...

FASCLASS - Microsoft Internet Explorer

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Mail Print

Address <http://www.cpoc.army.mil/fasclass/rptShredResult.asp?Section=SR&CPAC=EJ&Job=ra440> Links

Home Classifiers Only **Search** CPOL Homepage Help

Shred Search Results

PD#: EJra440

Records matched: 4

[Return to Shred Search](#)

SHRED	TITLE	PP-Series-Grd	ORG	EMPLOYEE
001	POSITION CLASSIFICATION SPECIALIST	GS-0221-12	EJSBW1J407AF	HURD JANICE MARIE
002	POSITION CLASSIFICATION SPECIALIST	GS-0221-12	EJSBW1J407AF	ROTHROCK PATRICIA A
003	POSITION CLASSIFICATION SPECIALIST	GS-0221-12	EJSBW1J407AF	MUELLER CHARLES R
004	POSITION CLASSIFICATION SPECIALIST	GS-0221-12	EJSBW1J407AF	BUHL ANN M

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If you have any suggestions, please [E-Mail](#) us with your comments.

Internet zone

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FASCLASS Features

For each position, you will see an organization code. They may all be the same or different.

Click on the encircled ORG Code.

FASCLASS - Microsoft Internet Explorer

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Mail Print

Address <http://www.cpoc.army.mil/fasclass/rptShredResult.asp?Section=SR&CPAC=EJ&Job=ra440> Links

Home Classifiers Only **Search** CPAC Homepage CPOL Homepage Help

Shred Search Results

PD#: EJra440

Records matched: 4

[Return to Shred Search](#)

SHRED	TITLE	PP-Series-Gr	ORG	EMPLOYEE
001	POSITION CLASSIFICATION SPECIALIST	GS-0221-12	EJSBW1J407AF	HURD JANICE MARIE
002	POSITION CLASSIFICATION SPECIALIST	GS-0221-12	EJSBW1J407AF	ROTHROCK PATRICIA A
003	POSITION CLASSIFICATION SPECIALIST	GS-0221-12	EJSBW1J407AF	MUELLER CHARLES R
004	POSITION CLASSIFICATION SPECIALIST	GS-0221-12	EJSBW1J407AF	BUHL ANN M

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If you have any suggestions, please [E-Mail](#) us with your comments.

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FASCLASS Features

When you click on the ORG code, a list of all the positions in that organization will come up.

You may click on the PD# (job number) to look at any of these PDs.

We won't look now... you've already seen a PD.

FASCLASS - Microsoft Internet Explorer

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Mail Print

Address <http://www.cpoc.army.mil/fasclass/conShowOrg.asp?Section=SR&Level2=EJSBW1J407AF%20%20%20%20%20%20&CPAC=EJ&Job=ra440> Links

Home **Classifiers Only** Search CPOC Homepage CPOL Homepage Help

Organization Information

ASST SEC OF THE ARMY FOR MANPOWER
AND RESERVE AFFAIRS
WEST CIVILIAN PERSONNEL OPNS CNTR
CLASSIFICATION DIVISION
FORT HUACHUCA, AZ 85613 AF EJSBW1J407AF

Show Evaluation: ☐

[Return to Shred Report](#)

JOBNUM	SHRED	TITLE	PAY	SERIES	GRADE	EMPLOYEE
RA420	001	SUPERVISORY POSITION CLASSIFI SPEC	GS	0221	14	CABELL EDELEN PAMELA V
RA430	001	SUPERVISORY POSITION CLASSIFI SPEC	GS	0221	13	JOHNSON SEVERIN V
RA430	002	SUPERVISORY POSITION CLASSIFI SPEC	GS	0221	13	CLARK THERESE L

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FASCLASS Features

If you don't want to look at the ORG positions, you can click on the shred to see the position information **unique to that shred** and the position description.

FASCLASS - Microsoft Internet Explorer

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Mail Print

Address <http://www.cpoc.army.mil/fasclass/rptShredResult.asp?Section=SR&CPAC=EJ&Job=ra440> Links

Home **Classifiers Only** Search CPOC Homepage CPOL Homepage Help

Shred Search Results

PD#: EJra440

Records matched: 4

[Return to Shred Search](#)

SHRED	PP-Series-Grd	ORG	EMPLOYEE
001	GS-0221-12	EJSBW1J407AF	HURD JANICE MARIE
002	GS-0221-12	EJSBW1J407AF	ROTHROCK PATRICIA A
003	GS-0221-12	EJSBW1J407AF	MUELLER CHARLES R
004	GS-0221-12	EJSBW1J407AF	BUHL ANN M

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If you have any suggestions, please [E-Mail](#) us with your comments.

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FASCLASS Features

Here, you can see the position information unique to that shred and the position description.

FASCLASS - Microsoft Internet Explorer

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Mail Print

Address <http://www.cpoc.army.mil/fasclass/conDisplayDesc.asp?Job=RA440&CPAC=EJ&CPCN=EJRA440001&Action=Print> Links

Position Description

PD#: EJRA440		Replaces PD#:
Shred: 001	POSITION CLASSIFICATION SPECIALIST	
	GS-0221-12	
Installation:		Major Command: SB
	ASST SEC OF THE ARMY FOR MANPOWER AND RESERVE AFFAIRS	Region: West
	WEST CIVILIAN PERSONNEL OPNS CNTR	
Citation 1: OPM PCS Position Class Series, GS-221, Jun 66		
Citation 2: OPM PCS Personnel Mgmt Series, GS-201 Jun 76		
Classified By: Edith Sorrell		
Classification Date: 12/27/95		
FLSA: Exempt	Drug Test Required: No	CIPMS PD: No
Career Program: 10	Financial Disclosure Required: No	Acquisition Position: No
Functional Code:	Requires Access to Firearms: TBD	Interdisciplinary: No
Competitive Area: 15	Position Sensitivity: 2	Target Grade/FPL: 12
Competitive Level: B066	Emergency Essential: N	Career Ladder PD:

SUPERVISORY CONTROLS

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FASCLASS

Those are all the major features of FASCLASS.

Now you are a FASCLASS expert.

Please take the time to look at FASCLASS on the West CPOC homepage or other region's homepage. We hope that this tool will be helpful to you.